

Flight Projects Directorate / Ground Systems Department FD40		
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APPENDIX C. HOSC PROJECT RECORDS

Records required to maintain ISO registration are as defined in MPG 1440.2, Appendix A.

The following table provides the minimum retention for records required by NPG 1441.1 NASA Records Retention Schedule (NRRS). The NRRS has a series of 10 schedules approved by the Archivist of the United States, which furnish authoritative instructions for the retention, destruction, or retirement of records held by NASA Centers/installation or offices. This document is updated frequently, therefore, printed copies may be obsolete. Refer to the Change History Log at the beginning of NPG 1441.1 in the NASA Online Directives Information System (NODIS) for current version.

Retention Code	Record	NRRS Reference	General Direction (Check the NRRS reference)
1	Training	3/33H.1	Destroy on transfer or separation of employee or when 5 years old, whichever is sooner.
2A	Purchasing/Procurement	5/1F	Destroy upon termination or completion.
2B	Credit Card Records	5/1A.1.b	Destroy 3 years after final payment.
3	Written directive to contractor	5/25A	Destroy upon certification of final payment.
4	Contractor Monthly Reports	5/25B	Destroy 2 years after expiration of contract.
5	Other records	8/5B.2	Destroy when no longer needed for reference, or upon completion, termination, cancellation, or suspension of the project, or when 5 years old, whichever is sooner.
6	Configuration Control Board minutes, ECRs, directives, etc.	8/9	Retire to Federal Records Center when 2 years old. Destroy when 30 years old. Earlier destruction is authorized upon receipt of specific authorization from pertinent Center Director or Program Manager.
7	Flight Readiness	8/26B.2	Handle as permanent pending retention approval.
8	Contractor Performance Evaluation	8/28A	Retire to FRC 2 years after completion, termination, or cancellation of the Program. Destroy when 10 years old.

The records lists which follow utilize the codes shown above.

Records lists are provided for the overall project and corresponding to each PIP.

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GSD Staff

Records Custodian (RC): Annie Burns

GSD Staff Records												
#	MMM/HOSC Quality Plan	Standard Procedure	GSD-Staff-Specific Record	Responsibility			Input Form	Media e/p	Access	Filing/ Storage	Indexing	Retention
				Originator	Receiver	Analyst						
7.1.1.3	Quality Objectives	QP Section 7.1.1.3	Survey compilation metrics	C	PM	PM/ MRB	Form	P		4610/2062	8000, Chronol	5
7.1.1.5	Management Review	QP 7.1.1.5	MRB Minutes	MR	MR	MRB	CI DB	P		GSD DB Server	8000, Chronol	5
7.1.3	Customer-Related Processes	QP Section 7.1.3	ITA	Requestor	Prog	Requestor	ITA (JSC)	P	PM, GL, L	4610/1085A	ITA #	3
		Project Plan (PP) Section 9.1	CWC	C	PM	PM/GL	CWC	E/P	PM, GL, L	CRPS DB	CWC #	5
7.1.6.1	Corrective Action	QP Section 7.1.6.1	Process Review	C, etc.	MRB	MRB	NCR	P		4610, 2062	8000, Chronol	5
			Surveys & Incident Reports	S&MA	MRB	MRB	Memo, etc.	P		4610, 2062	8000, Chronol	5
			Continuous Improvement	C	MRB	MRB	CI	P		4610, 2062	8000, Chronol	5
				All	MRB	MRB	Database	E		GSD DB Server	8000, Chronol	5
7.1.6.2	Preventive Action	QP Section 7.1.6.2	Risk Identification and Analysis Form	Anyone	RRB/ MRB	RRB	RIAF	P		4610, 2062	8000, Chronol	5
7.1.8	Internal Audits	QP Section 7.1.8.4	NCR	S&MA	MRB	MRB	NCR	P		4610, 2062	8000, Chronol	5
7.3.1	Competence, Awareness, and Training	QP Section 7.3.1	Training/ Certification Record	L	PM	PM	MSFC Form 4333	P		4610, 2062	3400, Alphabetical	1
			COTR Training Memo	Training Office	COTR		Memo	P		4610, 2062	3400. Alphabetical	
7.5.1	Purchasing Process	QP Section 7.5.1 FPD-OI-FD40.12 – Task Directives	Task Directive	G/L	COTR	COTR	MSFC Form 90	P		4610/2059	5142, Chronol	3

C = Customer or User
SE = Systems Engineer
COTR = Contracting Officer's Technical Rep
BMO=Business Management Office

S = S&MA
E = Engineer
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TL = Test Lead

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GSD Staff Records												
#	MMM/HOSC Quality Plan	Standard Procedure	GSD-Staff-Specific Record	Responsibility			Input Form	Media e/p	Access	Filing/ Storage	Indexing	Retention
7.5.2	Purchasing Data	QP Section 7.5.2 FPD-OI-FD40.11 – Ground Systems Department Purchase Planning	Procurement Plan	Ctr	BMO	BMO		P	BMO	4610/2059	5100, Chronol	2A
			Procurement Request	Ctr	BMO	BMO		P	BMO	4610/2059	5100, Chronol	2A
			Credit Card Records	CC	CC	CC		P	CC	Cardholder Office	5100, By FY	2B
7.8.1	Design and Development	QP Section 7.8.1	CWC	C	PM	PM/GL	CWC	E/P	PM, GL, L	CRPS DB	CWC #	5
	Service Level Agreements	MPG 1230.1 (in review)	CWCs	C	PM	PM/GL	CWC	E/P	PM, GL, L	CRPS DB	CWC #	5

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Mission Systems Group
Records Custodian (RC): FD41 MSA

MS Records												
#	MMM/HOSC Quality Plan	Standard Procedure	MS-Specific Record	Responsibility			Input Form	Media e/p	Access	Filing/ Storage	Indexing	Retention
				Originator	Receiver	Analyst						
7.1.6.1	Corrective Action	QP Section 7.1.6.1	HPR	L, E	HPR Bd	MRB	HPR	E		Wolf.msfc. nasa.gov	HPR #	5
			Continuous Improvement	All	MRB	MRB	CI Database	E		GSD DB Server	8000, Chronol	5
7.1.9	Servicing	QP Section 7.1.9 FPD-OI-FD40.10 – HPR CMP	HPR	L, E	HPR Board	SE	HPR	E		Wolf.msfc. nasa.gov	HPR #	5
			ECR	Ctr	HMCG	L	ECR	P		4610/2057	8040, Numerical	6
7.1.9	Technical Support	CMP FPD-OI-FD40.7 – Remote Servicing Plan	HPR	L, E	HPR Bd	SE	HPR	E		Wolf.msfc. nasa.gov	HPR #	5
			ECR	Ctr	HMCG	L	ECR	P		4610/2057	8600, Numerical	6
7.3.1	Competence, Awareness and Training	QP Section 7.3.1	Training/ Certification Record	L	GL	GL	MSFC Form 4333	P		4610/1028B	3400, Alphabetical	1
7.8.1	Design and Development	CMP	CWC	Ctr	Ctr	L	Memo	P	PM, GL, L	CRPS DB	CWC #	5
7.8.1.6	Design and Development Review	CMP	Review Item Discrepancy	L, C	Ctr	L, Ctr	RID	P		UMS	8000, Chronol	5
7.8.1.7	Design and Development Verification	CMP	Review Item Discrepancy	L, C	Ctr	L, Ctr	RID	P		UMS	8000, Chronol	5
7.1.8.8	Design and Development Validation	CMP	HOSC Problem Report	L, E	HPR Board	SE	HPR	E		Wolf.msfc. nasa.gov (C/S only + UMS)	HPR #	5
7.8.1.1 0	Control of Design and Development Changes	CMP	Engineering Change Package	Ctr	HMCG	L	ECR	P		4610/2057	8040, Numerical	6

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MS Records												
#	MMM/HOSC Quality Plan	Standard Procedure	MS-Specific Record	Responsibility			Input Form	Media e/p	Access	Filing/ Storage	Indexing	Retention
				Originator	Receiver	Analyst						
7.8.2	Product Identification and Traceability	CMP	Code Handover Checklist	Ctr	Ctr	N/A	Memo	P		UMS	8000, Chronol	5
7.8.3	Monitoring and Measurement of Product	CMP – Verification and Audits FPD-OI-FD40.10 – HPR CMP – Deviations and Waivers	HOSC Problem Report Deviation/Waiver is handled via HPR	L, E	HPR Board	SE	HPR	E		Wolf.msfc. nasa.gov	HPR #	5
7.8.3.4	Final Inspection and Testing	CMP – Verification and Audits	HOSC Problem Report	L, E	HPR Board	SE	HPR	E		Wolf.msfc. nasa.gov	HPR #	5
			Readiness Review Issues List	HTT	L	L	Memo (Excel)	E		Email from UMS to Distribution List	8000, Chronol	5
7.8.4	Control of Monitoring and Measuring Devices	QP Section 7.8.4	HOSC Problem Report	E	HPR Bd	SE	HPR	E		Wolf.msfc. nasa.gov	HPR #	5
7.8.5	Inspection and Test Status	QP Section 7.8.5	Release Notes/Report	Ctr	Ctr	N/A	Memo	P, E		UMS	8000, Chronol	5
			HPR Log	C, etc.	HPR Bd	SE	HPR	E		Wolf.msfc. nasa.gov	HPR #	5
			Readiness Review Issues List	HTT	L	L	Memo (Excel)	E		Email from UMS to distribution list	8000, Chronol	5
7.8.6	Control of Nonconforming Product	QP Section 7.8.6 CMP – Deviations and Waivers	Release Notes Deviation/Waiver is handled via HPR	Ctr	Ctr	N/A	Memo	P, E		UMS	8000, Chronol	5

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TReK
Records Custodian (RC): Michelle Schneider

TReK Records												
#	MMM/HOSC Quality Plan	Standard Procedure	TReK-Specific Record	Responsibility			Input Form	Media e/p	Access	Filing/ Storage	Indexing	Retention
				Originator	Receiver	Analyst						
7.1.6.1	Corrective Action	QP Section 7.1.6.1	TReK Problem Report Database	C/SE	SE	SE	Filemaker pro DB	E	TReK Team	GSD DB Admin Server	8000, Chronol	5
			Current Activities Schedule	C/SE	SE	SE	Document	E		Enterprise Server, Sourcesafe		
			Continuous Improvement	All	MRB	MRB	CI Database	E		GSD DB Server		
7.1.6.2	Preventive Action	QP Section 7.1.6.2	TReK Problem Report	L	SE	SE	Filemaker pro DB	E	TReK Team	GSD DB Admin Server	8000, Chronol	5
			Current Activities Schedule	C/SE	SE	SE	Document	E		Enterprise Server, Sourcesafe		
7.3.1	Competence, Awareness and Training	QP Section 7.3.1	Training/ Certification Record	GL	GL	L	MSFC Form 4333	P	Individual	4610/ 1028B	3400, Alphabetical	1
7.8.1	Design Control	CMP	CWC	L	L	L		E		CRPS DB	CWC #	5
7.8.1.6	Design and Development Review	CMP	Customer Input Database	SE	SE	SE	Filemaker pro DB	E	TReK Team	GSD DB Admin Server	8000, Chronol	5
			Current Activities Schedule	L	L	L	Document	E	TReK Team	Enterprise Server, Sourcesafe	8000, Chronol	5
7.8.1.7	Design and Development Verification	CMP	TPR Database	SE	SE	SE	Filemaker pro DB	E	TReK Team	TPR database	8000, Chronol	5
7.8.1.8	Design and Development Validation	CMP	TReK Problem Report	SE	SE	SE	Filemaker pro DB	E	TReK Team	GSD DB Admin Server	8000, Chronol	5

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TReK Records												
#	MMM/HOSC Quality Plan	Standard Procedure	TReK-Specific Record	Responsibility			Input Form	Media e/p	Access	Filing/ Storage	Indexing	Retention
				Originator	Receiver	Analyst						
7.8.1.10	Control of Design and Development Changes	CMP	Current Activities Schedule	L	SE	SE	Document	E	TReK Team	Enterprise Server, Sourcesafe	8000, Chronol	6
7.8.2	Product Identification and Traceability	QP Section 7.8.2 CMP	Install Scripts and Logs	SE	SE	SE	Source-safe CM Tool	E	TReK Team	Enterprise Server, Sourcesafe	8000, Chronol	5
7.8.3	Monitoring and Measurement of Product	CMP – Verification and Audits	TReK Problem Report Database	SE, C	SE	SE	Filemaker pro DB	E	TReK Team	GSD DB Admin Server	8000, Chronol	5
		FPD-OI-FD40.10 – HPR	TReK Release Notes	SE	SE	SE	Document	E	TReK Team	Enterprise Server, Sourcesafe		
7.8.3	Monitoring and Measurement of Product	QP Section 7.8.3.5	Test Database	TE	TL	TL	Filemaker pro DB	E	Test Team	GSD DB Admin Server	8000, Chronol	5
7.8.4	Control of Monitoring and Measuring Devices	QP Section 7.8.4	Test Database	TE	TL	TL	Filemaker pro DB	E	Test Team	GSD DB Admin Server	8000, Chronol	5
7.8.5	Inspection and Test Status	QP Section 7.8.5	Test Database	TE	TL	TL	Filemaker pro DB	E	Test Team	GSD DB Admin Server	8000, Chronol	5
7.8.6	Control of Nonconforming Product	QP Section 7.8.6 CMP – Deviations and Waivers	TReK Problem Report Database	C/SE	SE	SE	Filemaker pro DB	E	TReK Team + UMS	GSD DB Admin Server	8000, Chronol	5

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PPS

Records Custodian (RC): Dawn Walton

PPS Records												
#	MMM/HOSC Quality Plan	Standard Procedure	PPS-Specific Record	Responsibility			Input Form	Media e/p	Access	Filing/ Storage	Indexing	Retention
				Originator	Receiver	Analyst						
7.1.5.2	Control of Production and Service Provision	QP Section 7.1.5.2 FPD-OI-FD40.10 CMP	HPR	All	HPR Bd	SE, E	HPR	E		HPR DB	HPR #	5
			ECR	All	HMCG	SE	ECR	E/P		4610/2057	8600, Numeric	6
7.1.6.1	Corrective Action	QP Section 7.1.6.1	HPR	All	HPR Bd	SE, E	HPR	E		HPR DB	HPR #	5
			Continuous Improvement	All	MRB	MRB	CI Database	E		GSD DB Server	8000, Chronol	5
7.1.6.2	Preventive Action	QP Section 7.1.6.2	Risk Identification and Analysis Form	All	MRB/ RRB	MRB/ RRB	RIAF	E		Risk DB	RIAF #	5
7.1.9.5	Technical Support	CMP	HPR	All	HPR Bd	SE, E	HPR	E	C/S Ctr	HPR DB	HPR #	5
			ECR	All	HMCG	SE	ECR	E/P		4610/2057	8600, Numeric	6
7.3.1	Competence, Awareness, and Training	QP Section 7.3.1	Training/ Certification Record	L	GL	GL	MSFC Form 4333	P		4610/1001B	3400, Alphabetical	1
7.4.1	Control of Customer-Supplied Product	QP Section 7.4.1	HPR	All	HPR Board	SE, E	HPR	E		HPR DB	HPR #	5
7.8.1	Design and Development	CMP	CWC	GL	L	L	Memo	E	PM, GL, L	CRPS DB	CWC #	5
7.8.1.6	Design and Development Review	CMP	Review Item Discrepancy	L, C	Ctr, C/S	L, Ctr, C/S	RID	P		Contractor site	8000, Chronol	5
7.8.1.7	Design and Development Verification	CMP	Review Item Discrepancy	L, C	Ctr, C/S	L, Ctr, C/S	RID	P		Contractor site	8000, Chronol	5
7.8.1.8	Design and Development Validation	CMP	HOSC Problem Report	All	HPR Bd	SE, E	HPR	E		HPR DB	HPR #	5

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PPS Records												
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				Originator	Receiver	Analyst						
7.8.1.10	Control of Design and Development Changes	CMP	Engineering Change Package	SE	HMCG	L, SE, E	ECR	P		4610/2057	8040, Numerical	6
7.8.2	Product Identification and Traceability	CMP	Build Definition Document	BM	HMCG	L	Doc	P		4610/2057 HOSC	8040, Chronol	6
			Build Release Notes	BM	L	L	Doc	P			8000, Chronol	5
7.8.3.2	In-Process Inspection and Testing	QP Section 7.8.3.2	RIDs	L, C	Ctr, C/S	L, Ctr, C/s	RID	P		Contractor site	8000, Chronol	5
7.8.3.3	Receiving Inspection and Testing	CMP Section 11 – Verification and Audits	HOSC Problem Report (HPR)	SE, E	HPR Bd	SE, E	HPR	E	C/S Ctr	HPR DB	HPR #	5
		FPD-OI-FD40.10 – HPR	Deviation Waiver	Ctr, SE	HMCG	L	Waiver	P		4610/2057	8040, Chronol	6
		CMP – Deviations and Waivers	Build Release Notes	BM	L	L	Doc	P		HOSC	8000, Chronol	5
7.8.3.4	Final Inspection and Testing	CMP – Verification and Audits	HPR	All	HPR Bd	SE, E	HPR	E	C/S Ctr	HPR DB	HPR #	5
7.8.3.5	Inspection and Test Records	QP Section 7.8.3.5	IV&V Test Report	IV&V	L	L	Doc	P		HOSC	8000, Chronol	5
7.8.5	Inspection and Test Status	QP Section 7.8.5	HPR	All	HPR Bd	SE, E	HPR	E		HPR DB	HPR #	5
			SW Test Report	TE	L	L	Doc	P		HOSC	8000, Chronol	5
			IV&V Test Report	IV&V	L	L	Doc	P		HOSC	8000, Chronol	5
			Build Release Notes	BM	L	L	Doc	P		HOSC	8000, Chronol	5
7.8.6	Control of Nonconforming Product	QP Section 7.8.6 CMP – Deviations and Waivers	Deviation/Waiver	L, Ctr, SE	Applicable Board	L, C	Waiver	P		4610/2057	8040, Chronol	6
			HPR	All	HPR Bd	SE, E	HPR	E		HPR DB	HPR #	5

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MSO
Records Custodian (RC): Lisa Watson

MSO Records												
#	MMM/HOSC Quality Plan	Standard Procedure	MSO-Specific Record	Responsibility			Input Form	Media e/p	Access	Filing/ Storage	Indexing	Retention
				Originator	Receiver	Analyst						
7.1.1.3	Quality Goals, Objectives and Principles	QP Section 7.1.1.3	Survey compilation metrics	L	L	L		P		4610/2062	8000, Chronol	5
7.1.5.3	Work Environment	QP Section 7.1.5.3	IST Procedures Certification	Ctr	L	L	Memo	P		4663/A179	8000, Chronol	5
7.1.6.1	Corrective Action	QP Section 7.1.6.1	HOSC User Survey Continuous Improvement	C	L	MRB	HUS Form	P		4663/A179	8000, Chronol	5
				All	MRB	MRB	CI Database	E		GSD DB Server		
7.3.1	Competence, Awareness, and Training	QP Section 7.3.1 FPD-OI-FD43.1 – Ground Systems Operations HOSC-PLAN-209 – IST Training Plan	Training/Certification Record IST Training/Certification	L	GL	GL	Form 4333	P	L, GL, PM	4663/A180	3400, Alphabetical	1
				Ctr	L	L		P	Non-restricted	4663/A179	3400, Chronol	1
7.8.1	Design and Development	N/A	CWC	C	L	L	CWC	P	L, GL, PM	CRPS DB	CWC #	5
7.8.2	Product Identification and Traceability	CMP	MSFC-PLAN-904	Ctr	Ctr	L	Doc	E		https://red-dwarf.msfc.nasa.gov/Document/doc1.htm	Plan # and version	5
7.8.3	Monitoring and Measurement of Product	QP Section 7.8.3.4 CMP - Verification and Audits FPD-OI-FD40.4 – Flight Certification for Ground Systems	Certification of Flight Readiness HOSC Readiness Review	GL	PM	PM	CoFR	P		4663/A179	8600, By Increment and Flight	7
				Ctr	L and Ctr	L	Briefing					
7.8.7	Statistical Techniques	FPD-OI-FD43.1 – Ground Systems Operations	Management Metrics Package	Ctr	L	L	Memo	P		4663/A179	8000, By Increment and Events	5

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